

Contractor Performance Assessment Reporting System

CPARS

Automated Information System Procedures Manual

December 2000

<http://cpars.navy.mil>

Foreword

The purpose of this manual is to provide working-level procedures to describe entering, updating, revising and viewing information in the CPARS Automated Information System (AIS). Detailed requirements of the CPARS business process are contained in the Department of the Navy CPARS Guide. The AIS was developed to support electronic processing of CPAR information.

This manual translates business process requirements into detailed step-by-step procedures for individuals utilizing the automated CPARS process. The Procedures Manual was prepared by Naval Sea Logistics Center Detachment Portsmouth in support of a NAVSEA 04 initiative. Naval Sea Logistics Center Detachment Portsmouth is always in a continuous improvement mode to enhance both the Automated Information System and the CPARS AIS Procedures Manual to meet the needs of its customers.

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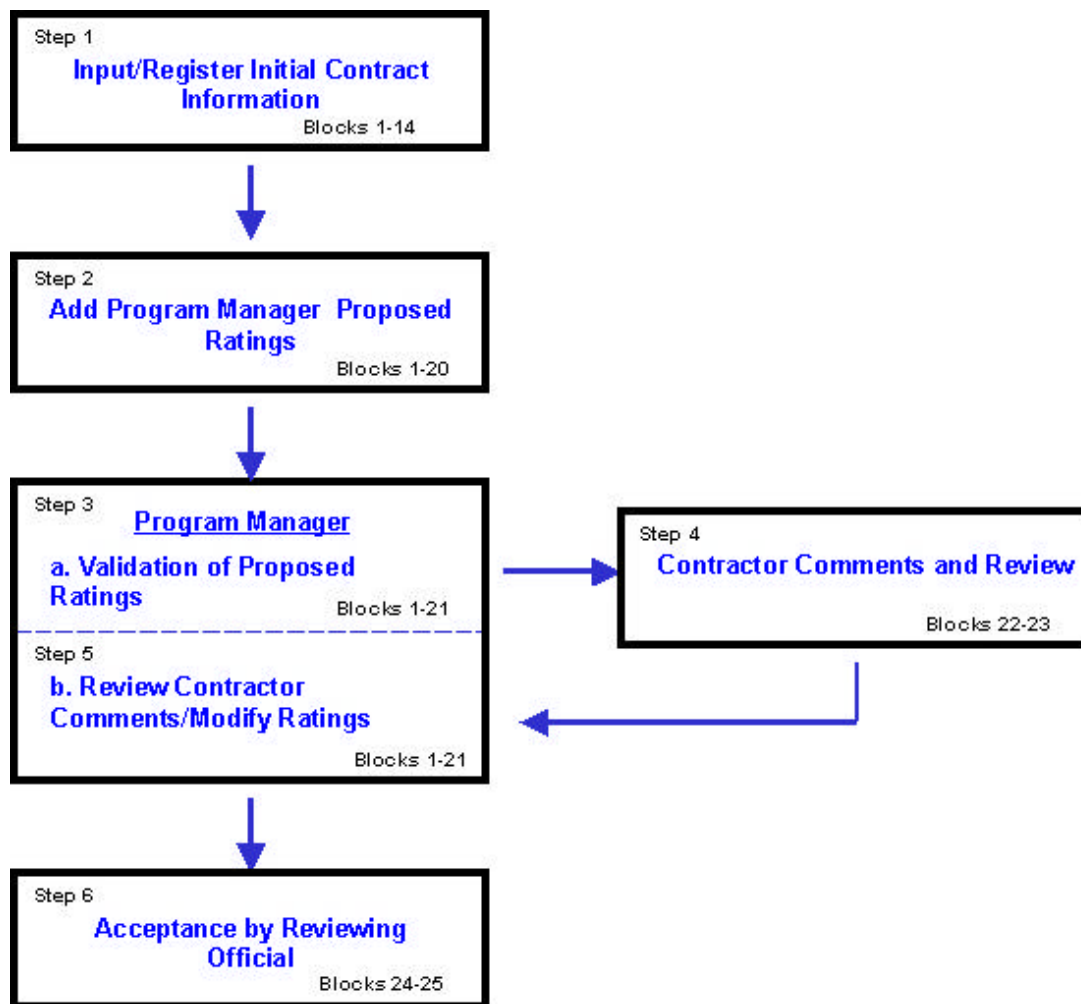
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System Overview

The CPARS Automated Information System is a Navy Intranet application that is accessed via the Internet web site, <http://cpars.navy.mil>. The AIS consists of an Internet web server and a dedicated CPARS application server. By definition CPARS information is Sensitive but Unclassified (SBU). To protect the security of the CPARS information, all actual data entered and retrieved into the system is encrypted using the security features incorporated into the web browser. Access to the system requires a browser, which supports 128-bit encryption (sometimes referred to as strong encryption or U.S. only encryption). The Defense Information System Agency (DISA) has purchased a DOD-wide site license from Netscape Corporation for products, which support this feature. For most personal computers Netscape Communicator 4.5 is the browser of choice. This is the only browser generally available for the PC, which has been certified by the National Institute of Standards and Technology to meet the requirements for 128-bit encryption. Microsoft's Internet Explorer 4.01 also claims to meet this requirement, but it has not yet been certified by NIST. Internet Explorer 4.01 with 128-bit encryption can be used to access the database, but each user has to accept responsibility for any security compromises that may occur through its use. More details on browser requirements and security are available at <http://cpars.navy.mil>.

BASIC CPARS WORKFLOW CHART



Heads of contracting activities are responsible for overseeing the implementation of the CPARs for the business sectors and for the overall implementation of the CPARS process in their respective organizations.

Each segment has been assigned unique levels of access. The workflow steps are assigned an access profile. CPARS focal points define a User access matrix that restricts access on a contract by contract basis based on an individual assigned responsibilities in the process. The CPAR workflow diagram describes this process.

The following paragraphs explain the correlation between defined access levels and the steps in the business process.

Step 1 – **Input/Register Contract Information**. **Blocks 1-14** of the CPAR allow general contract information to be entered by anyone assigned those responsibilities. Information must be entered within 30 days after contract award. This level of access is defined as "Contract Data Entry."

Step 2 – **Add Program Manager Proposed Ratings**. **Blocks 1-20** of the CPAR allow individuals assigned to management of specific contracts by a Program Manager to enter proposed ratings and supporting narrative. These ratings are relative to the contractor's performance on a specific contract. This level of access is defined as "Program Manager/Assessing Official Representative".

Step 3 – **Program Manager/Assessing Official Validation of Proposed Ratings**. **Blocks 1-20** allows Program Managers/Assessing Officials to establish performance ratings and/modify proposed ratings for specific contracts. **Block 21** allows the Program Manager/Assessing Official to establish the proposed initial ratings that are forwarded to the contractor for review. This level of access is defined as "Program Manager/Assessing Official".

Step 4 – **Contractor Comments and Review**. **Blocks 22-23** allow the contractor being evaluated to review the proposed ratings and comment on any elements which may require further review or explanation. This level of access is defined as "Defense Contractor Representative".

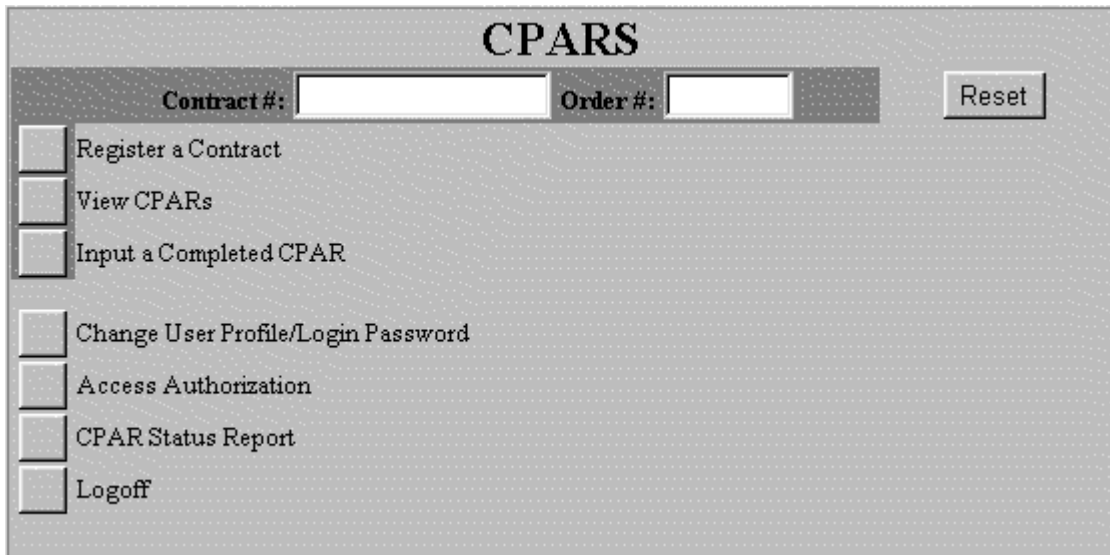
Step 5 – **Program Manager/Assessing Official Review of Contractor Comments**. The CPAR returns to the Program Manager/Assessing Official for review of the contractor's comments. At this point, the Program Manager/Assessing Official may ratify or modify proposed ratings prior to forwarding the CPAR to a Reviewing Official. If ratings are modified, the original proposed rating is archived and the modified proposed rating is forwarded to the Reviewing Official. This level of access is defined as "Program Manager/Assessing Official".

Step 6 – **Acceptance by Reviewing Official**. This step allows the Reviewing Official to review proposed ratings recommended by the Program Manager/Assessing Official and the response by the contractor to ensure that the ratings proposed are fair and supported by objective evidence. If necessary, the reviewing official may add comments in **Block 24**. The Reviewing Official then finalizes the CPAR by completing **Block 25**. This level of access is defined as "Reviewing Official".

When information is processed within the CPARS AIS, the information is automatically entered into the CPARS database which maintains libraries for all CPARs.

Focal Point

The activity Focal Point is responsible for the collection, distribution, and control of CPARs. Focal points are the key players in the success of the CPARS AIS. Focal point access is granted only upon completion of a signed Focal Point Userid/Password request form. Focal points coordinate CPARS access under their assigned area of responsibility and have the authority to enter a manually completed CPAR form (blocks 1-25). The Focal Point is authorized to enter new contract information (register) (blocks 1-14) The CPAR focal point will assist the program manager in implementing CPARS by providing training and other administrative assistance to ensure that reports are timely and of high integrity.



The screenshot shows a web application titled "CPARS". At the top, there are two input fields labeled "Contract #:" and "Order #:", followed by a "Reset" button. Below these fields is a list of menu options, each preceded by a small square icon:

- Register a Contract
- View CPARs
- Input a Completed CPAR
- Change User Profile/Login Password
- Access Authorization
- CPAR Status Report
- Logoff

The "Register a Contract" option allows the focal point to input basic contract information in blocks 1-14 of the CPAR. Basic contract information must be registered into the CPAR system within 30 days after award. To register the contract, the user must be logged on CPARS as a focal point and the Focal Point Menu must be displayed. Enter the contract number in the Contract # : box and the order number (if applicable) in the Order # : box. Click the **"Register a Contract"** box. When this option is selected, an input template containing blocks 1-14 is displayed. The Register a Contract input template displays required fields with a red asterisk.

Search links to the Defense Logistics Agency (DLA) CAGE system, the Federal Supply Classification (FSC) system, and the Standard Industrial Classification (SIC) system are available to easily obtain the CAGE, FSC, and SIC Codes. Click the appropriate "Lookup" button to obtain the necessary Codes. Click **"Return to CPARS"**, then click **"OK"** in the **"Close Window"** screen to return to input template.

A focal point must save the information entered in blocks 1-14. Blocks 1-14 must be completed before the information is saved. Click **"Validate and Save the Contract Data"** located at the bottom of the template. Click **"Clear all Data"** to clear the information entered in the template. If **"Clear all Data"** is selected, a message box appears verifying deletion of information. To return to the Focal Point Menu, click **"Return to the Main Menu"**. **Return to the Main Menu** does not save any information that has been entered.

The "View CPARs" option allows the focal point to view a CPAR. It does not grant authority to change any of the information entered on the form. To view a CPAR, the user must be logged on CPARS as a Focal Point and the Focal Point Menu must be displayed. Enter a contract number in the box identified as Contract # : and enter a delivery order number (if applicable) in the box identified as Order # : . Click the **"View CPARs"** box. When this option is selected, a list of contract numbers will appear. Click on the box next to the contract number to be viewed. The CPAR will display. Once the CPAR has been displayed, the

user is able to scroll through the entire report and/or print the entire report on a local printer. To return to the Focal Point Menu, click "**Return to the Main Menu**".

To print a CPAR, click "**View or Print CPAR form in PDF Format**" button. The current CPAR will be displayed in an Adobe Acrobat window. In the menu bar of the Adobe Acrobat window, click **printer button** to display the Print Selection dialog. Click the "**OK**" button to send the CPAR to the printer. To return to the CPAR, close the Adobe Acrobat window. Once the CPAR is again displayed, click the "**Return to the Main Menu**" button to return to the Focal Point Menu.

The "Input a Completed CPAR" option allows the focal point to input blocks 1-25 of the CPAR. **It must be emphasized that the Focal Point is not part of the CPAR workflow process.** The Focal Point can only input a manually completed CPAR.

To input a manually completed CPAR, the user must be logged on CPARS as a focal point and the Focal Point Menu must be displayed. Enter the contract number in the Contract # : box and the order number (if applicable) in the Order # : box. Click the "**Input a Completed CPAR**" box. An input template containing blocks 1-25 will be displayed. If the contract has not been previously registered, select the appropriate business sector, (Systems, Services/IT/Operations, Ship Repair/Overhaul), from the "**Select a Form Type**" Menu.

The CPAR input template offers on-line help for all blocks displayed with blue labels. Clicking on any field that is highlighted in blue will provide an explanation for the information required in that block. Click "**Close**" to close the explanation. The CPAR input template displays required fields with a red asterisk.

Search links to the Defense Logistics Agency (DLA) CAGE system, the Federal Supply Classification (FSC) system, and the Standard Industrial Classification (SIC) system are available to easily obtain the CAGE, FSC, and SIC Codes. Click the appropriate "Lookup" button to obtain the necessary Codes. Click "**Return to CPARs**", then click "**OK**" in the "**Close Window**" screen to return to input template.

A focal point is able to enter a partial manually completed CPAR for completion at a later date by clicking "**Save Data and Finish Later**" located at the bottom of the input template.

Click "**Clear all Data**" to clear the information entered in the template. If **Clear all Data** is selected, a message box appears verifying deletion of information. To return to the Focal Point Menu, click "**Return to the Main Menu**". **Return to the Main Menu** does not save any information that has been entered.

When the focal point is ready to finalize a manually completed CPAR blocks 1-25, click "**Validate and close the CPAR**". This locks the record. To clear the information entered in the template, click "**Clear All Data**". To return to the Focal Point Menu, click "**Return to the Main Menu**". **Return to the Main Menu** does not save any information that has been entered.

If the "**Save Data and Finish Later**" option was previously selected for this CPAR, when "**Input a Completed CPAR**" is clicked, a listing of CPARs to be updated for that contract number will be displayed. Click the desired contract number to display the CPAR.

Change User Profile/Login Password option allows the user to change a password or to enter user profile information. See Updating User Profile/Login Password Section.

The Access Authorization option allows the focal point to assign Userids/Passwords for individuals to access the various levels of CPARS to complete “their” portion of the form or perform other authorized actions. This requires the focal point to complete an Access Authorization Matrix. This Access Authorization Matrix is required for all personnel involved with contracts that are assigned to the focal point's area of control. The level of access is assigned based on information received from each program management office as new contracts are awarded or existing contracts are identified.

Access Authorization

☐

Create New User Access

☐

Modify Existing User Access

☐

View Existing User Access

☐

Return to the Main Menu

NEW USER AUTHORIZATION: To assign new user authorization click “**Access Authorization**”. Click “**Create New User Access**” and the access authorization input screen displays.

The focal point must enter the contract number and the appropriate representative's first and last name. If more authorization access is required than spaces allocated on the form, the focal point submits another new matrix.

After completing the required information, the focal point must click “**Create User Access Matrix**” to store the information on the CPAR AIS. An initial User Access Matrix is displayed allowing the focal point to review the information for accuracy before the system is updated. “**Clear all Data**” clears all information previously entered on the form. If the information entered is correct, the focal point clicks “**Authorize Access to these Users**” and a final User Access Matrix is displayed and stored in CPARS. If modification of User Access Matrix is necessary, click “**Modify Users to Correct Mistakes**”. The screen will reappear. Make corrections and click “Authorize access to the users”. “**Return to the Main Menu**” returns to the Focal Point Menu.

CPAR ACCESS AUTHORIZATION MATRIX

Enter Contract Number(s) and Order Number(s) (if applicable):

Example: N4511298D0001,N45113 where N45113 indicates all contracts for N45113.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Enter Contract Data Entry:

Example: Robert Smith, Jane Doe. Contract Data Entry users can input contract information for the contracts listed above.

1.

2.

3.

4.

Enter Program Manager/Assessing Official:

Example: Robert Smith. The Program Manager can initiate CPARs (Blocks 1-21), Update or Delete incomplete (i.e. filled in through block 20) CPARs, and Update CPARs (blocks 1-21) after contractor comments for the contracts listed above.

1.

Enter Program Manager/Assessing Official Representative(s):

Example: Robert Smith, Jane Doe. The Program Manager Representatives can initiate CPARs (blocks 1-20), Update or Delete incomplete (i.e. filled in through block 20) CPARs, and Update CPARs (block 1-20) after contractor comments for contracts listed above.

1. 2.
3. 4.

Enter Defense Contractor Representative(s):

Example: Robert Smith, Jane Doe. The Defense Contractor Representative(s) can input comments (block 22) for the contracts list above.

1. 2.
3. 4.

Enter Reviewing Official:

Example: Bob Smith. The Reviewing Official can input comments (blocks 24-25) for the contracts list above.

1.

☐ Create User Access Matrix

☐ Clear all Data

☐ Return to the Main Menu

MODIFY USER AUTHORIZATION: As individuals are reassigned and are no longer involved with processing CPARS for a particular contract, the focal point will modify user authorization. Click “**Access Authorization**”. Click “**Modify Existing User Access**” and a listing of all contracts assigned to the focal point will display. The focal point clicks on the box preceding the contract number to be modified.

All individuals authorized to access that particular contract will display. An Access Profile drop-down box will display next to each authorized user. Click the down arrow to select the new level of access.

Access Authorized for Contract: N4511299C1088

(Modify the Access Authorization)

USER	Access Profile	
CAITLIN JONES	Contract Data Entry	Modify
PEGGY DONOVAN	Program Manager/Assessing Official Representative	Modify
KELLY SMITH	Program Manager/Assessing Official	Modify
JOHN WARNER	no access> Contract Data Entry Program Manager/Assessing Official Representative Program Manager/Assessing Official Defense Contractor Representative	Modify
KATIE DONEHUE	Defense Contractor Reviewing Official <delete user>	Modify

☐ Return to the Main Menu

For individuals no longer requiring access to that particular contract, select "<no access>". For individuals no longer requiring access to CPARS, select "<delete user>". Select the appropriate new level of access authorization and click **"Modify"**. **"Return to the Main Menu"** returns to the Focal Point Menu.

VIEW USER AUTHORIZATION: To view a list of focal point authorized users, click **"Access Authorization"**. Click **"View Existing User Access"**. The user authorization matrix displays. This matrix contains user name, userid, initial password, user role and the last logon date. Passwords modified by the user will be displayed in the matrix as asterisks (***). **"Return to the Main Menu"** returns to the Focal Point Menu.

CPARS Users Authorized by You:

USER NAME	USERID	INITIAL PASSWORD	USER ROLE	LAST LOGON DATE
Mary Smith	CPAR1	J456TR	Contract Data Entry	Never
Peggy Jones	CPAR3	***	Program Manager	01/30/99
Caitlin Warner	CPAR4	GRTY45	Defense Contractor Rep	Never
Kelly Katz	CPAR6	TRY456	Reviewing Official	Never

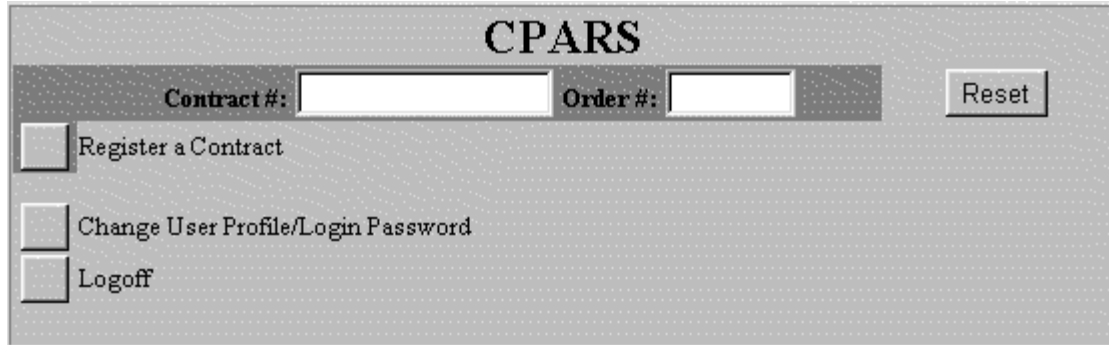
*** These users have already changed their password



The CPAR Status Report option allows viewing of assigned CPAR(s) by various search options. See Status Report Section.

Contract Data Entry

The Data Entry Clerk is authorized by the focal point to enter new contract information (Register the CPAR in blocks 1-14). The basic contract information must be entered into the CPAR system within 30 days after contract award.



The "Register a Contract" option allows the data entry clerk to input basic contract information in blocks 1-14 of the CPAR. Basic contract Information must be entered into the CPAR system within 30 days after contract award. To input contract basic information, the user must be logged on CPARS as a Data Entry Clerk and the Data Entry Menu must be displayed. Enter the contract number in the Contract # : box and the order number (if applicable) in the Order # : box. Click the "**Register a Contract**" box. When this option is selected, an input template containing blocks 1-14 is displayed. The Register a Contract input template displays required fields with a red asterisk.

Search links to the Defense Logistics Agency (DLA) CAGE system, the Federal Supply Classification (FSC) system, and the Standard Industrial Classification (SIC) system are available to easily obtain the CAGE, FSC, and SIC Codes. Click the appropriate "**Lookup**" button to obtain the necessary Codes. Click "**Return to CPARs**", then click "**OK**" in the "**Close Window**" screen to return to input template.

A data entry clerk must save the information entered in blocks 1-14. Blocks 1-14 must be completed before the information is saved. Click "**Validate and Save the Contract Data**" located at the bottom of the template. Click "**Clear all Data**" to clear the information entered in the template. If "**Clear all Data**" is selected, a message box appears verifying deletion of information. To return to the Data Entry Menu, click "**Return to the Main Menu**". **Return to the Main Menu** does not save any information that has been entered.

Change User Profile/Login Password option allows the user to change a password or to enter user profile information. See Updating User Profile/Password Section.

Program Manager/Assessing Official Representative

A Program Manager/Assessing Official Representative has the authority to enter or update CPAR information in blocks 1-20. A Program Manager/Assessing Official Representative does not have the authority to finalize a CPAR. Only the Program Manager/Assessing Official can finalize (complete Block 21) a CPAR.

The screenshot shows a web application interface titled "CPARS". At the top, there are two input fields: "Contract #:" and "Order #:", each followed by a text box. To the right of these fields is a "Reset" button. Below the input fields is a list of menu items, each preceded by a small square icon:

- Register a Contract
- Initiate a CPAR
- Update an Incomplete CPAR
- Delete an Incomplete CPAR
- View CPARs
- Change User Profile/Login Password
- To-Do List
- CPAR Status Report
- Logoff

The "Register a Contract " option allows the program manager/assessing official representative to input basic contract information in blocks 1-14 of the CPAR. Basic contract information must be entered/registered into the CPAR system within 30 days after award. To input basic contract information, the user must be logged on CPARS as a Program Manager/Assessing Official Representative and the Program Manager/Assessing Official Representative Menu must be displayed. Enter the contract number in the Contract # : box and the order number (if applicable) in the Order # : box. Click the "**Register a Contract**" box. When this option is selected, an input template containing blocks 1-14 is displayed. The Register a Contract input template displays required fields with a red asterisk.

Search links to the Defense Logistics Agency (DLA) CAGE system, the Federal Supply Classification (FSC) system, and the Standard Industrial Classification (SIC) system are available to easily obtain the CAGE, FSC, and SIC Codes. Click the appropriate "Lookup" button to obtain the necessary Codes. Click **"Return to CPARs"**, then click **"OK"** in the Close Window screen to return to input template.

A program manager/assessing official representative must save the information entered in blocks 1-14. Blocks 1-14 must be completed before the information is saved. Click **"Validate and Save the Contract Data"** located at the bottom of the template. Click **"Clear all Data"** to clear the information entered in the template. If **Clear all Data** is selected, a message box appears verifying deletion of information. To return to the Program Manager/assessing official Representative Menu, click **"Return to the Main Menu"**. **Return to the Main Menu** does not save any information that has been entered.

The "Initiate a CPAR" option allows the program manager/assessing official representative to input blocks 1-20 of the CPAR. To initiate a CPAR, the user must be logged on CPARS as a program manager/assessing official representative and the Program Manager/Assessing Official Representative Menu must be displayed. Enter the contract number in the Contract #: box and the order number (if applicable) in the Order #: box. Click the **"Initiate a CPAR"** box and an input template containing blocks 1-

20 is displayed. Blocks 1-14 will be prefilled with the appropriate contract information if the contract has been registered. If the contract **has not been** registered, blocks 1-14 will not be prefilled and the appropriate business sector, (Systems, Services/IT/Operations, Ship Repair/Overhaul), must be selected from the **"Select a Form Type"** menu.

The CPAR input template offers on-line help for all blocks displayed with blue labels. Clicking on any field that is highlighted in blue will provide an explanation for the information required in that block. Click **"Close"** to close the explanation. Required fields are identified with a red asterisk.

Search links to the Defense Logistics Agency (DLA) CAGE system, the Federal Supply Classification (FSC) system, and the Standard Industrial Classification (SIC) system have been added to easily obtain the CAGE, FSC, and SIC Codes. Click the appropriate "Lookup" button to obtain the necessary Codes. Click **"Return to CPARs"** then, click **"OK"** in the Close Window screen to return to input template.

A program manager/assessing official representative may complete or **partially** complete blocks 1-20. After partially completing blocks 1-20, click **"Save Data and Finish Later"**. To clear the information entered in the template, click **"Clear all Data"**. To return to the Program Manager/Assessing Official Representative Menu without saving any information that has been entered, click **"Return to the Main Menu"**.

When the CPAR is ready for the program manager/assessing official's review and comment, click **"Validate and Send to the Program Manager/Assessing Official"**. Click **"OK"**. The program manager/assessing official will be notified electronically that a CPAR is ready for review and comment. A message will appear stating that the program manager/assessing official has been notified. The program manager/assessing official representative is now locked out of the CPAR. The program manager/assessing official representative may only **view** the CPAR.

The "Update an Incomplete CPAR" option allows the program manager/assessing official representative to edit information previously entered into CPARS AIS, but does not allow the CPAR to be finalized through block 21. This option allows multiple personnel to review an initial CPAR and provide expertise on the subject matter.

To update an incomplete CPAR, click **"To-Do List"**, **OR** enter the contract number in the Contract # : box and the order number (if applicable) in the Order # : box using the Program Manager/Assessing Official Representative Menu. Click **"Update an Incomplete CPAR"**. When either option is selected, a list of contract numbers will appear. Click the box next to the contract number to be updated. The CPAR will display. This may take a few moments. Once the CPAR is displayed, the user is able to scroll through the entire report and modify the report.

When the CPAR is ready for the program manager/assessing official's review and comment, click **"Validate and Send to the Program Manager/Assessing Official"**. The program manager/assessing official will be notified electronically that a CPAR is ready for review and comment. A message will appear stating that the program manager/assessing official has been notified. (The program manager/assessing official representative is now locked out of the CPAR. The program manager/assessing official representative may now only **view** the CPAR.) Click **"OK"**. To save information entered in blocks 1-20, click **"Save Data and Finish Later"**. To clear the information entered in the template, click **"Clear All Data"**. To return to the Program Manager/Assessing Official Representative Menu, click **"Return to the Main Menu"**. **Return to the Main Menu** does not save any information that has been entered.

The "Delete an Incomplete CPAR" option allows the program manager/assessing official representative to delete a previously entered CPAR that has not been finalized. To delete an incomplete CPAR, enter the contract number in the Contract # : box and the order number (if applicable) in the Order # : box using the Program Manager/Assessing Official Representative Menu. Click **"Delete an Incomplete CPAR"**.

When this option is selected, a list of contract numbers will appear. Click the box next to the contract number to be deleted. A delete record confirmation warning will display. Click **"Confirm Delete"** to delete

the record. A final message will appear stating that the record has been deleted successfully. Click **"Return to the Main Menu"** to return to the Program Manager/Assessing Official Representative Menu. If the record should not be deleted, click **"Cancel Delete and Return to the Main Menu"** and the system will return to the Program Manager/Assessing Official Representative Menu.

The "View CPARs" option allows the program manager/assessing official representative to view a CPAR. It does not grant authority to change any of the information entered on the form.

To view a CPAR, the user must be logged on CPARS as a program manager representative and the Program Manager/Assessing Official Representative Menu must be displayed. Enter a contract number in the box identified as Contract # : and enter a delivery order number (if applicable) in the box identified as Order # : . Click the **"View CPARs"** button. When this option is selected, a list of contract numbers will appear. Click on the button next to the contract number to be viewed. The CPAR will be displayed. This may take a few moments. Once the CPAR has been displayed, the user is able to scroll through the entire report and/or print the entire report on a local printer. To return to the Program Manager/Assessing Official Representative Menu, click **"Return to the Main Menu"**.

To print a CPAR, click **"View or Print CPAR form in PDF Format"** button. The current CPAR will be displayed in an Adobe Acrobat window. In the menu bar of the Adobe Acrobat window, click **printer button** to display the Print Selection dialog. Click the **"OK"** button to send the CPAR to the printer. To return to the CPAR, close the Adobe Acrobat window. Once the CPAR is again displayed, click the **"Return to the Main Menu"** button to return to the Program Manager/Assessing Official Representative menu.

The "To-Do List" option is a fast and efficient means for the program manager/assessing official representative to see what CPARs are ready to be forwarded to the Program Manager/Assessing Official for validation of proposed ratings.

Click **"To-Do List"** from the Program Manager/Assessing Official Representative Menu. A To-Do List of CPARs will display. Select the appropriate contract number to complete the action required.

Change User Profile/Login Password option allows the user to change a password or to enter user profile information. See Updating User Profile/Password Section.

The CPAR Status Report option allows viewing of assigned CPAR(s) by various search options. See Status Report Section.

Program Manager/Assessing Official

The Program Manager/Assessing Official is responsible for assessing contractor performance and validating proposed ratings. Program Managers/Assessing Officials have the authority to enter, modify or finalize information in Blocks 1-21. Finalized ratings are forwarded to the contractor for review. After receiving and reviewing contractor comments, the program manager/assessing official can either accept or modify the ratings.

The screenshot shows a web application interface titled "CPARS". At the top, there are two input fields labeled "Contract #:" and "Order #:", followed by a "Reset" button. Below these fields is a list of menu items, each preceded by a small square icon:

- Register a Contract
- Initiate a CPAR
- Update an Incomplete CPAR
- Delete an Incomplete CPAR
- Review Contractor Comments or Modify Ratings
- View CPARs
- Change User Profile/Login Password
- To-Do List
- CPAR Status Report
- Logoff

The "Register a Contract" option allows the program manager/assessing official to input basic contract information in blocks 1-14 of the CPAR. Basic contract information must be entered into the CPAR system within 30 days after award. To enter basic contract information, the user must be logged on CPARS as a program manager/assessing official and the Program Manager/Assessing Official Menu must be displayed. Enter the contract number in the Contract # : box and the order number (if applicable) in the Order # : box. Click the **"Register a Contract"** box. When this option is selected, an input template containing blocks 1-14 is displayed. The Register a Contract input template displays required fields with a red asterisk.

Search links to the Defense Logistics Agency (DLA) CAGE system, the Federal Supply Classification (FSC) system, and the Standard Industrial Classification (SIC) system are available to easily obtain the CAGE, FSC, and SIC Codes. Click the appropriate **"Lookup"** button to obtain the necessary Codes. Click **"Return to CPARS"**, then click **"OK"** in the Close Window screen to return to input template.

A program manager/assessing official must save the information entered in blocks 1-14. Blocks 1-14 must be completed before the information is saved. Click **"Validate and Save the Contract Data"** located at the bottom of the template. Click **"Clear all Data"** to clear the information entered in the template. If **"Clear all Data"** is selected, a message box appears verifying deletion of information. To return to the Program Manager/Assessing Official Menu, click **"Return to the Main Menu"**. **Return to the Main Menu** does not save any information that has been entered.

The "Initiate a CPAR" option allows the program manager/assessing official to input blocks 1-21 of the CPAR. To initiate a CPAR, the user must be logged on CPARS as a program manager/assessing official

and the Program Manager/Assessing Official Menu must be displayed. Enter the contract number in the Contract #: box and the order number (if applicable) in the Order #: box. Click the **"Initiate a CPAR"** box and an input template containing blocks 1-21 displays. If the contract has been registered, blocks 1-14 will be pre-filled. If the contract has not been registered blocks 1-14 will not be pre-filled, and the appropriate business sector, (Systems, Services/IT/Operations, Ship Repair/Overhaul), must be selected from the **"Select a Form Type"** menu.

The CPAR input template offers on-line help for all blocks displayed with blue labels. Clicking on any field that is highlighted in blue will provide an explanation for the information required in that block. Click **"Close"** to close the explanation. Required fields are identified with a red asterisk.

Search links to the Defense Logistics Agency (DLA) CAGE system, the Federal Supply Classification (FSC) system, and the Standard Industrial Classification (SIC) system have been added to easily obtain the CAGE, FSC, and SIC Codes. Click the appropriate "Lookup" button to obtain the necessary Codes. Click **"Return to CPARs"** then, click **"OK"** in the Close Window screen to return to input template.

A program manager/assessing official may complete or **partially** complete blocks 1-21. After partially completing blocks 1-21, click **"Save Data and Finish Later"**. To clear the information entered in the template, click **"Clear all Data"**. To return to the Program Manager/Assessing Official Menu without saving any information that has been entered, click **"Return to the Main Menu"**.

The "Update an Incomplete CPAR" option allows the program manager/assessing official to edit information previously entered into CPARS AIS and, validate and send the information to the defense contractor. To update an incomplete CPAR, click **"To-Do List"** **OR**, enter the contract number in the Contract #: box and the order number (if applicable) in the Order #: box using the Program Manager/Assessing Official Menu. Click **"Update an Incomplete CPAR"**.

When either option is selected, a list of contract numbers will appear. Click the box next to the contract number to be updated. The CPAR will display. This may take a few moments. Once the CPAR is displayed, the user is able to scroll through the entire report and modify the report.

When the program manager/assessing official is ready for the contractor to review and comment on the CPAR, block 21 is completed. Click **"Validate and Send to the Contractor"**. The contractor will be notified electronically that a CPAR is ready for review and comment. A message will appear stating that the contractor has been notified. (The program manager/assessing official is now locked out of the record until the contractor has reviewed the CPAR, or until 30 days has passed.) Click **"OK"**.

To clear the information entered in the template, click **"Clear All Data"**. To return to the Program Manager/Assessing Official Menu, click **"Return to the Main Menu"**. **Return to the Main Menu** does not save any information that has been entered.

The "Delete an Incomplete CPAR" option allows the program manager/assessing official to delete a previously entered CPAR that has not been finalized. To delete an incomplete CPAR, enter the contract number in the Contract #: box and the order number (if applicable) in the Order #: box using the Program Manager/Assessing Official Menu. Click **"Delete an Incomplete CPAR"**.

When this option is selected, a list of contract numbers will appear. Click the box next to the contract number to be deleted. A delete record confirmation warning will display. Click **"Confirm Delete"** to delete the record. A final message will appear stating that the record has been deleted successfully. Click **"Return to the Main Menu"** to return to the Program Manager/Assessing Official Menu.

If the record should not be deleted, click **"Cancel Delete and Return to the Main Menu"** and the system will return to the Program Manager/Assessing Official Menu.

The "Review Contractor Comments or Modify Ratings" option allows the program manager/assessing official to review contractor comments. If the contractor strongly disagrees, it is the program manager/assessing official's decision whether or not to modify the CPAR ratings.

If the program manager/assessing official modifies the CPAR, the original CPAR is archived and the new CPAR is stored in CPARS AIS. The contractor does not get a second chance to review or comment on the modified ratings. The program manager/assessing official then submits the CPAR to the Reviewing Official for review and signature.

To review contractor comments and **accept** ratings click **"To-Do List"** OR, enter the contract number in the Contract # : box and the order number (if applicable) in the Order # : box using the Program Manager/Assessing Official Menu. Click **"Review Contractor Comments or Modify Ratings"**.

When either option is selected, a list of contract numbers will appear. Click the box next to the contract number to be reviewed or modified. From the **"To-Do-List"** option, the action required will be **"Finalize Ratings"**. Review the CPAR by using the scroll bar. If CPAR ratings are acceptable, click **"Accept the Ratings and Close the CPAR"**. A CPAR rating accepted successfully message appears. Click **"OK"**.

After the record has been successfully added to CPARS AIS, a CPAR Process Feedback screen appears. Select an entry from the "<select rating>" drop-down box. Click **"Save Feedback and Return to the Main Menu"** to return to the Program Manager/Assessing Official Menu.

To review contractor comments and **modify** ratings click **"To-Do List"** OR, enter the contract number in the Contract # : box and the order number (if applicable) in the Order # : box using the Program Manager/Assessing Official Menu. Click **"Review Contractor Comments or Modify Ratings"**.

When either option is selected, a list of contract numbers will appear. Click the box next to the contract number to be reviewed or modified. From the **"To-Do-List"** option, the action required will be **"Finalize Ratings"**. Review the CPAR by using the scroll bar. If it is necessary to modify the CPAR, click **"Modify the Ratings"**. The CPAR to be modified will now display in input format (blocks 1 - 21).

After all modifications have been made, click **"Validate and Send to the Reviewing Official"**. The Reviewing Official will be notified electronically that a CPAR is ready for review and comment. A message will appear stating that the Reviewing Official has been notified. Click **"OK"**.

After the record has been successfully added to CPARS AIS, a CPAR Process Feedback screen appears. Select an entry from the "<select rating>" drop-down box. Click **"Save Feedback and Return to the Main Menu"** to return to the Program Manager/Assessing Official Menu.

The "View CPARs" option allows the program manager/assessing official to view a CPAR. It does not grant authority to change any of the information entered on the form.

To view a CPAR, the user must be logged on CPARS as a program manager/assessing official and the Program Manager/ Assessing Official Menu must be displayed. Enter a contract number in the box identified as Contract # : and enter a delivery order number (if applicable) in the box identified as Order # : . Click the **"View CPARs"** button.

When this option is selected, a list of contract numbers will appear. Click on the button next to the contract number to be viewed. The CPAR will be displayed. This may take a few moments. Once the CPAR has been displayed, the user is able to scroll through the entire report and/or print the entire report on a local printer. To return to the Program Manager/Assessing Official Menu, click **"Return to the Main Menu"**.

To print a CPAR, click **"View or Print CPAR form in PDF Format"** button. The current CPAR will be displayed in an Adobe Acrobat window. In the menu bar of the Adobe Acrobat window, click **printer button** to display the Print Selection dialog. Click the **"OK"** button to send the CPAR to the printer. To return to the

CPAR, close the Adobe Acrobat window. Once the CPAR is again displayed, click the **'Return To the Main Menu'** button to return to the Program Manager/Assessing Official menu.

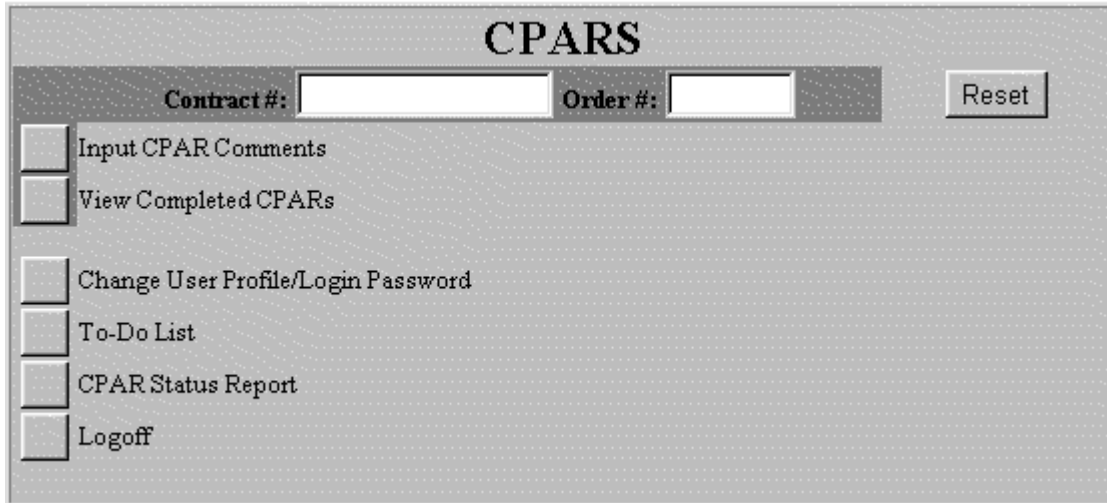
Change User Profile/Login Password option allows the user to change a password or to enter user profile information. See Updating User Profile/Password Section.

The "To-Do List" option is a fast and efficient means for the program manager/assessing official to see what CPARs are ready to be rated and sent to the contractor for review and comment, and/or CPARs that are ready to be finalized (Accept the Ratings and Close the CPAR or Accept the Ratings and send to the Reviewing Official). Click **"To-Do List"** from the Program Manager/Assessing Official Menu. A To-Do List of CPARs will display. Select the appropriate contract number to complete the action required.

The CPAR Status Report option allows viewing of assigned CPAR(s) by various search options. See Status Report Section

Defense Contractor Representative

The Defense Contractor Representative is responsible for reviewing and commenting on proposed ratings submitted by the Program Manager/Assessing Official for CPARs pertaining to the defense contractor's company. The Defense Contractor Representative has 30 days to respond.



The screenshot shows a web application interface titled "CPARS". At the top, there are two input fields: "Contract #:" and "Order #:", each followed by a text box. To the right of these fields is a "Reset" button. Below the input fields is a vertical list of menu items, each preceded by a small square icon: "Input CPAR Comments", "View Completed CPARs", "Change User Profile/Login Password", "To-Do List", "CPAR Status Report", and "Logoff".

The "Input CPAR Comments" option allows a defense contractor representative to review the ratings proposed by the program manager/assessing official. The defense contractor representative has 30 days from the date the program manager/assessing official finalizes the CPAR to respond. If the defense contractor representative does not respond, it is assumed that the defense contractor representative concurs with the ratings.

To input defense contractor comments, the defense contractor representative must be logged on CPARS as a defense contractor representative and the Defense Contractor Representative Menu must be displayed. Click **"To-Do List"**, **OR** enter the contract number in the Contract # : and delivery order number (if applicable) into the Order # : box. Click **"Input CPAR Comments"**.

When either option is selected, a list of contract numbers will appear. Click on the box next to the contract number to be retrieved and a read only copy of the CPAR (blocks 1-21) will display. This may take a few minutes. Once the CPAR has been displayed, the user is able to scroll through the CPAR. After reviewing the CPAR, the defense contractor representative is able to comment on the program manager/assessing official's ratings in the contractor comments blocks located directly under each specific program manager rating block. The defense contractor representative may summarize comments in block 22.

When defense contractor comments are reviewed and finalized and block 23 is completed, the defense contractor representative selects **"Validate and Send to the Program Manager/Assessing Official"** to save the defense contractor representative's comments to the database.

The program manager/assessing official will be notified electronically that a CPAR is ready for review and comment. A message will appear stating that the program manager/assessing official has been notified. Click **"OK"**. (The defense contractor representative is now locked out of the CPAR.) The defense contractor representative may now only view the CPAR.

To partially complete narrative comments and block 22, click **"Save Data and Finish Later"**. To clear the information entered in the template, click **"Clear all Data"**. To return to the Defense Contractor Representative Menu, click **"Return to the Main Menu"**. **Return to the Main Menu** does not save any information that has been entered.

The "View Completed CPARs" option allows the defense contractor representative to view **specific** completed CPARs. It does not grant authority to change any of the information entered on the form.

To view a completed CPAR, the user must be logged on CPARS as a defense contractor representative and the Defense Contractor Representative Menu must be displayed. Enter a contract number in the box identified as Contract # : and enter a delivery order number (if applicable) in the box identified as Order # : . Click the **"View Completed CPARs"** button.

When this option is selected, a list of contract numbers will appear. Click on the button next to the contract number to be viewed. The completed CPAR will be displayed. This may take a few moments. Once the CPAR has been displayed, the user is able to scroll through the entire report and/or print the entire report on a local printer. To return to the Defense Contractor Representative Menu, click **"Return to the Main Menu"**.

To print a CPAR, click **"View or Print CPAR form in PDF Format"** button. The current CPAR will be displayed in an Adobe Acrobat window. In the menu bar of the Adobe Acrobat window, click **printer button** to display the Print Selection dialog. Click the **"OK"** button to send the CPAR to the printer. To return to the CPAR, close the Adobe Acrobat window. Once the CPAR is again displayed, click the **"Return to the Main Menu"** button to return to the Defense Contractor Representative Menu.

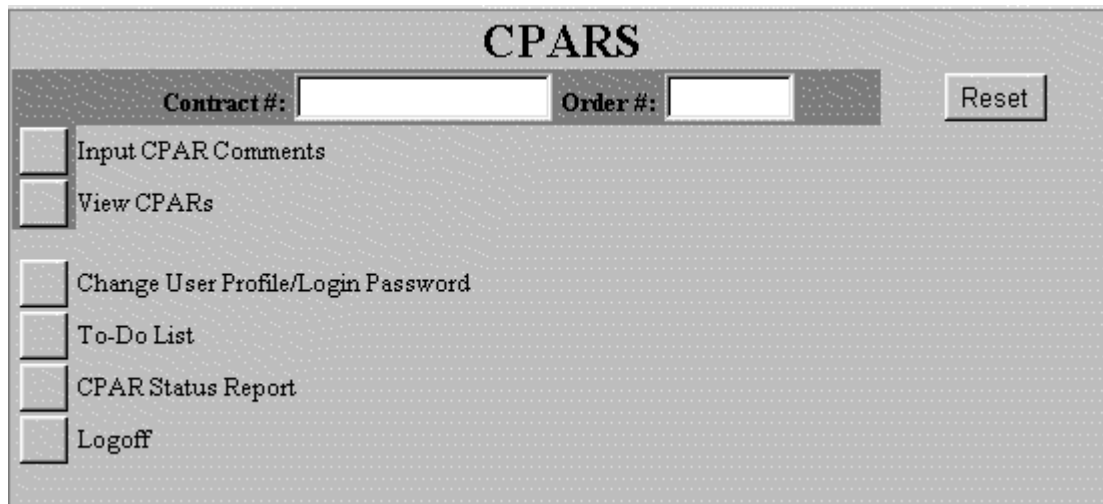
Change User Profile/Login Password option allows the user to change a password or to enter user profile information. See Updating User Profile/Password Section.

The "To-Do List" option is a fast and efficient means for the defense contractor representative to see what CPARs are ready for the defense contractor representative's review and comment. Click **"To-Do List"** from the Defense Contractor Representative Menu. A To-Do List of CPARs will display. Select the appropriate contract number to complete the action required.

The CPAR Status Report option allows viewing of assigned CPAR(s) by various search options. See Status Report Section.

Reviewing Official

The Reviewing Official is responsible for accepting the recorded actions in blocks 1-23 as a fair and accurate assessment of the defense contractor's performance during the evaluated rating period. Upon completion of blocks 24 and 25, the CPAR is complete and ready for use in source selection.



The "Input CPAR Comments" option allows the reviewing official to complete blocks 24 and 25 of the CPAR. The reviewing official does not have the authority to modify the CPAR. The reviewing official only comments on the ratings and submits the CPAR. The CPAR is now available for use in source selection.

To input reviewer comments, the reviewing official must be logged on CPARS as a reviewing official and the Reviewing Official Menu must be displayed. Click **"To-Do-List"**, **OR** enter the contract number in the contract # : and delivery order number (if applicable) in the Order # : box. Click **"Input CPAR Comments"**. When either option is selected, a list of contract numbers will appear. Click on the box next to the contract number to be viewed.

When either option is selected, a read only copy of the CPAR (blocks 1-21) will display. Click on the box preceding the contract number to be retrieved and the CPAR will be displayed. This may take a few minutes. Once the CPAR has been displayed, the user is able to scroll through the CPAR. After reviewing the CPAR, the reviewing official is able to comment on the ratings (block 24) and sign (block 25).

When blocks 24-25 are completed, the reviewing official selects **"Validate and Close the CPAR"** to save the reviewing official comments to the database. The focal point will be notified electronically that the CPAR has been closed and is ready for source selection. A message will appear stating that the focal point has been notified. Click **"OK"**.

To partially complete block 24, click **"Save Data and Finish Later"**. To clear the information entered in the template, click **"Clear all Data"**. To return to the Reviewing Official Menu, click **"Return to the Main Menu"**. **Return to the Main Menu** does not save any information that has been entered.

The "View CPARs" option allows the reviewing official to view **specific** CPARs. It does not grant authority to change any of the information entered on the form. To view a CPAR, the user must be logged on CPARS as a reviewing official and the Reviewing Official Menu must be displayed. Enter a contract number in the box identified as Contract # : and enter a delivery order number (if applicable) in the box identified as Order # : . Click the **"View CPARs"** button.

When this option is selected, a list of contract numbers will appear. Click on the button next to the contract number to be viewed. The CPAR will be displayed. This may take a few moments. Once the CPAR has

been displayed, the user is able to scroll through the entire report and/or print the entire report on a local printer. To return to the Reviewing Official Menu, click "**Return to the Main Menu**".

To print a CPAR, click "**View or Print CPAR form in PDF Format**" button. The current CPAR will be displayed in an Adobe Acrobat window. In the menu bar of the Adobe Acrobat window, click **printer button** to display the Print Selection dialog. Click the "**OK**" button to send the CPAR to the printer. To return to the CPAR, close the Adobe Acrobat window. Once the CPAR is again displayed, click the '**Return to the Main Menu**' button to return to the Reviewing Official menu.

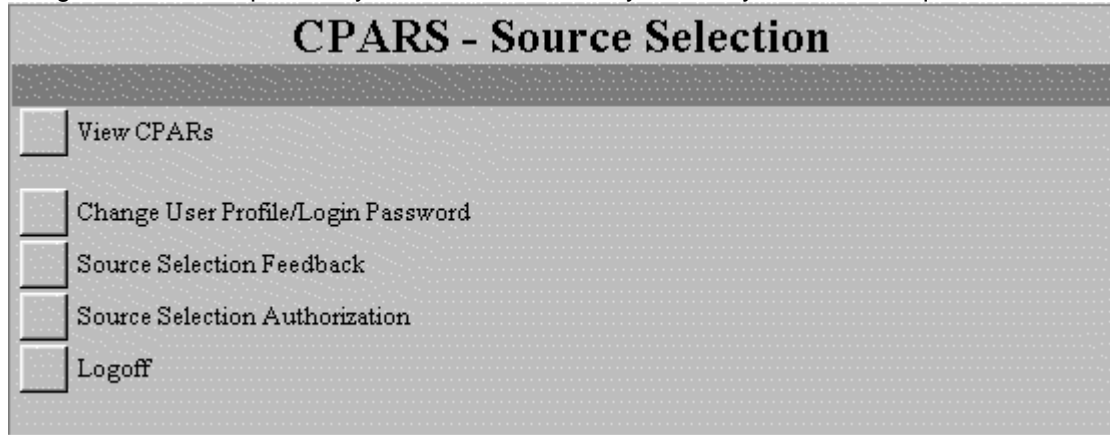
Change User Profile/Login Password option allows the user to change a password or to enter user profile information. See Updating User Profile/Password Section.

The "To-Do List" option is a fast and efficient means for the reviewing official to see what CPARs are ready for the reviewing official's review and comments/or closure. Click "**To-Do List**" from the Reviewing Official Menu. A To-Do List of pertinent CPARs will display. Select the appropriate contract number to complete the action required.

The CPAR Status Report option allows viewing of assigned CPAR(s) by various search options. See Status Report Section.

Source Selection PCO

The Source Selection PCO provides user identification and passwords for Source Selection Board Members. Source Selection PCO access is granted only upon completion of a signed **CPARS Source Selection Access Request Form**. Source Selection PCO's coordinate CPARS access under their assigned area of responsibility and have the authority to modify access as required.

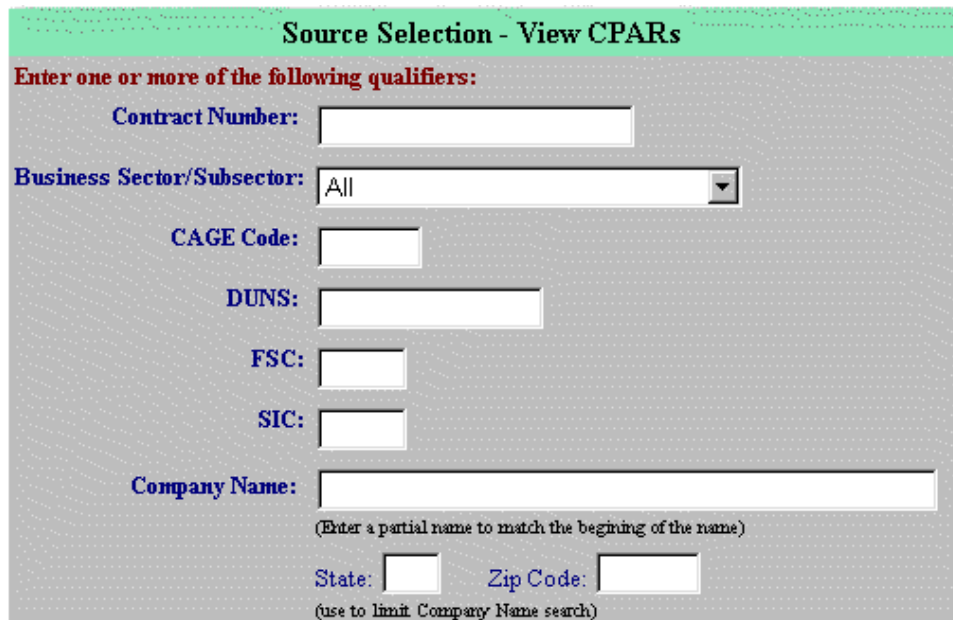


The image shows a web interface titled "CPARS - Source Selection". It features a vertical list of five menu items, each preceded by a small square icon:

- View CPARs
- Change User Profile/Login Password
- Source Selection Feedback
- Source Selection Authorization
- Logoff

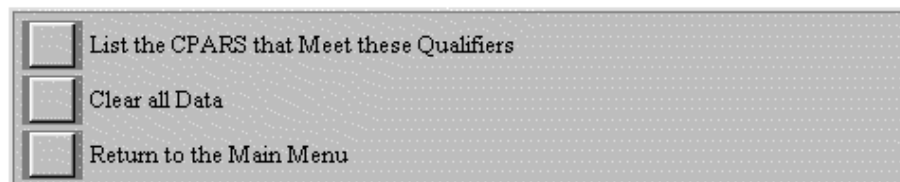
The "View CPARs" option allows the source selection PCO to view a CPAR by Contract Number, Business Sector/Subsector, CAGE Code, DUNS, Federal Supply Class (FSC), SIC and/or Company Name. Company Name may be further qualified by State and Zip Code. To view a CPAR, the user must be logged on CPARS as a source selection PCO and the Source Selection PCO Menu must be displayed. Click **View CPARs**". When this

option is selected, a screen will be displayed to allow the entry of the appropriate qualifier(s) for a list of available CPARS. After the desired qualifiers have been entered, click **"List the CPARS that Meet these Qualifiers"**. A list of available CPARS will display. Click the box next to the CPAR to be viewed. The CPAR will be displayed. This may take a few moments. Once the CPAR has been displayed, the user is able to scroll through the entire report and/or print the entire report on a local printer. To return to the Source Selection PCO Menu, click **"Return to the Main Menu"**.



The image shows a web form titled "Source Selection - View CPARs". It contains the following fields and controls:

- A red instruction: "Enter one or more of the following qualifiers:"
- Contract Number: [Text input field]
- Business Sector/Subsector: [Dropdown menu with "All" selected]
- CAGE Code: [Text input field]
- DUNS: [Text input field]
- FSC: [Text input field]
- SIC: [Text input field]
- Company Name: [Text input field]
- Below Company Name: "(Enter a partial name to match the beginning of the name)"
- State: [Text input field]
- Zip Code: [Text input field]
- Below State and Zip Code: "(use to limit Company Name search)"



The image shows a set of three buttons at the bottom of the "View CPARs" form:

- [Button] List the CPARS that Meet these Qualifiers
- [Button] Clear all Data
- [Button] Return to the Main Menu

To print a CPAR, click **"View or Print CPAR form in PDF Format"** button. The current CPAR will be displayed in an Adobe

Acrobat window. In the menu bar of the Adobe Acrobat window, click **printer button** to display the Print Selection dialog. Click the "**OK**" button to send the CPAR to the printer. To return to the CPAR, close the Adobe Acrobat window. Once the CPAR is again displayed, click the "**Return to the Main Menu**" button to return to the Source Selection PCO Menu.

Change User Profile/Login Password option allows the user to change a password or to enter user profile information. See Updating User Profile/Password Section.

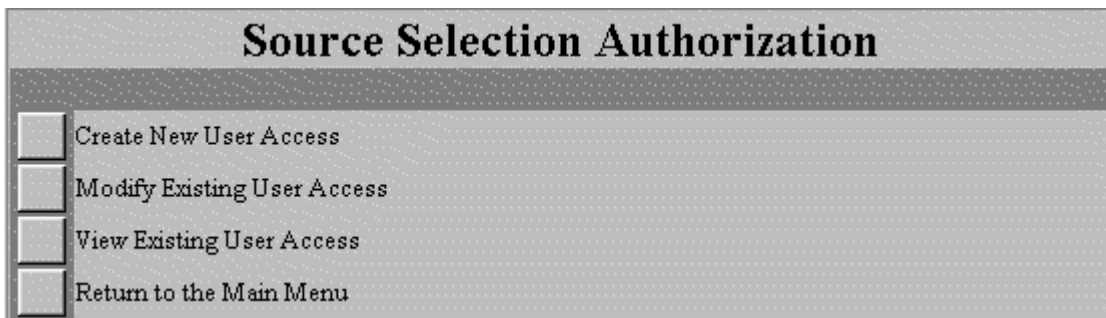
Source Selection Feedback option. A source selection PCO is able to provide feedback to the CPAR AIS administrator concerning the effectiveness of the system. The source selection PCO may rate an individual CPAR by the quality and or value the CPAR provided the source selection team in the evaluation process. The ratings are on a scale of 1 to 10 (1 being the least useful). Rated CPARs are deleted from the Feedback list.

To provide the AIS administrator with the appropriate feedback, click "**Source Selection Feedback**" from the Source Selection PCO Menu. A list of contract numbers, CAGE Codes, rating periods and available rating selections will appear. Locate the contract number to be evaluated and select the appropriate rating for each question. Click the down arrow and a list of ratings will appear in the drop-down box. Highlight a rating for each question. Click "**Submit**" after both ratings have been selected. Click "**Return to the Main Menu**" to return to the menu display.

Source Selection Authorization option. Assigning Userids/Passwords for accessing the completed CPARS requires the source selection PCO to complete an Access Authorization Matrix. This Access Authorization Matrix is required for all personnel involved with contracts that are assigned to the source selection PCO's area of control. Access is assigned based on information received from each program management office as to the types of CPARs to be viewed.

The source selection PCO submits a CPAR Source Selection Authorization Matrix to assign 10 CAGE Codes to be viewed by a maximum of ten source selection board members. Access is limited by CAGE Code and duration.

To **assign authorization** to source selection board members, click "**Source Selection Authorization**". A second menu is displayed. Select "**Create New User Access**" and a CPAR Source Selection Authorization input Matrix is displayed. Enter the appropriate CAGE Codes, duration of access and the names of the board members. If more authorization access is required than spaces allocated on the form, the source selection PCO submits another new matrix. After completing the required information, click "**Create Source Selection Matrix**" to create the initial matrix. "**Clear All Data**" will clear the entered information from the form.



An initial CPAR Source Selection Authorization Matrix is displayed allowing the PCO to review the information for accuracy before the system is updated. If the information entered is correct, the PCO clicks "**Authorize Access to these Source Selection Users**" to store the information on the CPARS AIS. A final CPAR Source Selection Authorization Matrix is then displayed listing the CAGE codes and, user names along with each user's userid and initial password. Click "**Return to the Main Menu**" to return to the Source Selection PCO Menu.

CPAR SOURCE SELECTION AUTHORIZATION MATRIX

Enter CAGE Code(s):

1.	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>	4.	<input type="text"/>
5.	<input type="text"/>	6.	<input type="text"/>
7.	<input type="text"/>	8.	<input type="text"/>
9.	<input type="text"/>	10.	<input type="text"/>

Allow access for the next month(s).

Enter Source Selection Board Member(s):

Examples: Robert Smith, Jane Doe. SSB Members will be able to view completed CPARs for contracts with the CAGE Codes listed above.

1.	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>	4.	<input type="text"/>
5.	<input type="text"/>	6.	<input type="text"/>
7.	<input type="text"/>	8.	<input type="text"/>
9.	<input type="text"/>	10.	<input type="text"/>

<input type="checkbox"/>	Create Source Selection Matrix
<input type="checkbox"/>	Clear all Data
<input type="checkbox"/>	Return to the Main Menu

As individuals are reassigned and are no longer involved with the evaluation process, the source selection PCO clicks "**Source Selection Authorization**". A second menu is displayed. Select "**Modify Existing User Access**". A listing of all CAGE codes assigned to the source selection PCO will be displayed. The source selection PCO clicks on the box preceding the CAGE code. All individuals authorized to access that particular CAGE code will be displayed. A Current Access drop-down box will display next to each authorized user. Click the down arrow to select the new level of access.

For individuals no longer requiring access to that particular CAGE code, select "<remove access to CAGE>". For individuals no longer requiring access to CPARS, select "<delete user>". Select the appropriate new level of access authorization and click "**Modify**". "**Return to the Main Menu**" returns to the Source Selection PCO Menu.

Access Authorized for CAGE Code: 7T018

(Modify the Source Selection Authorization)

USER	Exp. Date	Current Access	
SKIP SMITH	04/01/00	Expires on 04/01/00 Expires on 04/01/00 <change expiration> <remove access to CAGE> <delete user>	Modify

To view a list of source selection authorized users, click "**Source Selection Authorization**". A second menu is displayed. Select "**View Existing User Access**". A user authorization matrix is displayed. This matrix contains user name, user id, initial password, and the last logon date. Passwords modified by the user will be displayed in the matrix as asterisks (**). "**Return to the Main Menu**" returns to the Source Selection PCO Menu.

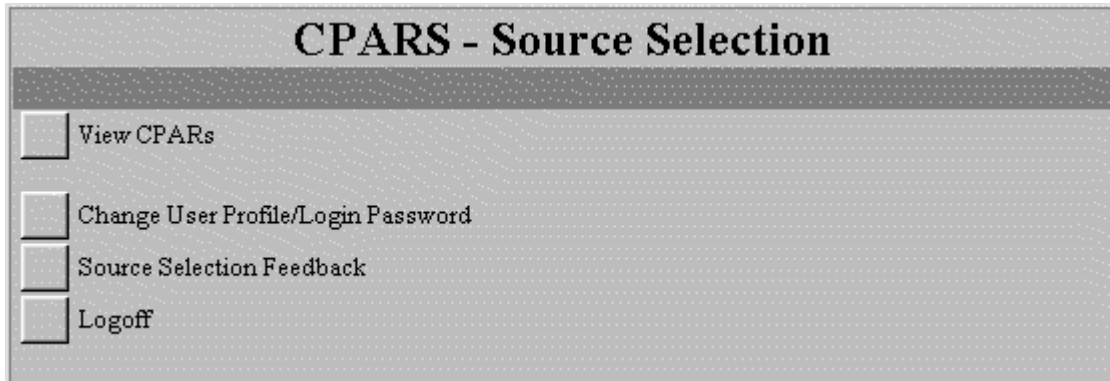
CPARS Users Authorized by You:

USER NAME	USERID	INITIAL PASSWORD	LAST LOGON DATE
Mary Smith	CPAR1	J456TR	Never
Peggy Jones	CPAR3	***	01/30/99
Caitlin Warner	CPAR4	GRTY45	Never
Kelly Katz	CPAR6	TRY456	Never

*** These users have already changed their password

Source Selection Board Member

The Source Selection Board Member has the authority to retrieve pertinent CPAR source selection information.

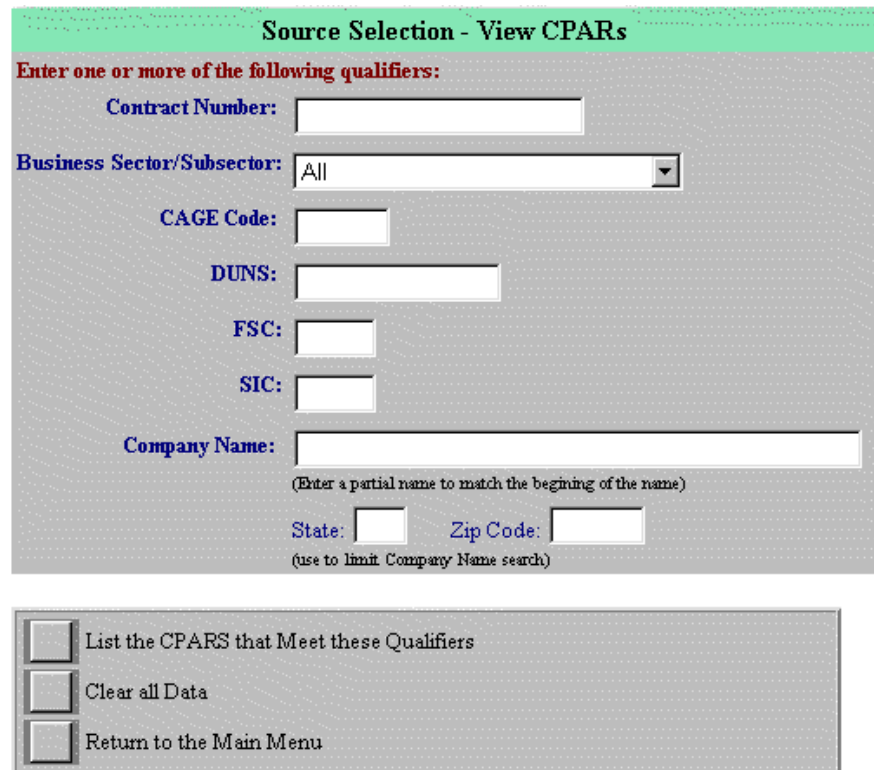


The image shows a menu titled "CPARS - Source Selection". It contains four options, each with a small square icon to its left: "View CPARs", "Change User Profile/Login Password", "Source Selection Feedback", and "Logoff".

The "View CPARs " option allows the source selection board member to view a CPAR by Contract Number, Business Sector/Subsector, CAGE code, DUNS, Federal Supply Class (FSC), SIC and/or Company Name. Company Name may be further qualified by State and Zip Code. To view a CPAR, the user must be logged on CPARS as a source selection board member and the Source Selection Board Member Menu must be displayed. Click the **"View CPARs "** button. When this option is selected, a screen will be displayed to allow the entry of the appropriate qualifier(s) for a list of available CPARs. Enter the desired qualifiers in the boxes provided. Click **"List the CPARs that Meet these Qualifiers"**. A list of available CPARs will display. Click the box next to the CPAR to be viewed. The CPAR will be displayed. This may take a few moments. Once the CPAR has been displayed, the user is able to scroll through the entire report and/or print the entire report on a local printer. To return to the Source Selection Board click **"Return to the Main Menu"**.

To print a CPAR, click **"View or Print CPAR form in PDF Format"** button. The current CPAR will be displayed in an Adobe Acrobat window. In the menu bar of the Adobe Acrobat window, click **printer button** to display the Print Selection dialog.

Click the **"OK"** button to send the CPAR to the printer. To return to the CPAR, close the Adobe Acrobat window. Once the CPAR is again displayed, click the **"Return to the Main Menu"** button to return to the Source Selection Board Member menu.



The image shows a form titled "Source Selection - View CPARs". It has a green header bar with the title. Below the header, it says "Enter one or more of the following qualifiers:". There are several input fields: "Contract Number:" with a text box, "Business Sector/Subsector:" with a dropdown menu showing "All", "CAGE Code:" with a text box, "DUNS:" with a text box, "FSC:" with a text box, "SIC:" with a text box, and "Company Name:" with a text box. Below the "Company Name:" field, there is a note: "(Enter a partial name to match the beginning of the name)". There are also "State:" and "Zip Code:" fields with text boxes, and a note below them: "(use to limit Company Name search)". At the bottom of the form, there are three buttons: "List the CPARs that Meet these Qualifiers", "Clear all Data", and "Return to the Main Menu".

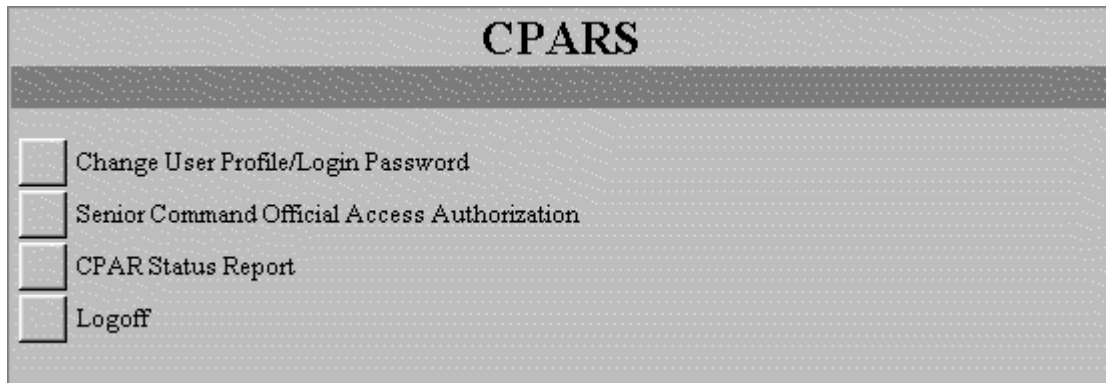
Change User Profile/Login Password option allows the user to change a password or to enter user profile information. See Updating User Profile/Password Section.

Source Selection Feedback option. A source selection board member is able to provide feedback to the CPARS AIS administrator concerning the effectiveness of the system. The source selection board member may rate an individual CPAR by the quality and value the CPAR provided the source selection team in the evaluation process. The ratings are on a scale of 1 to 10 (1 being the least useful). Rated CPARs are deleted from the Feedback list.

To provide the AIS administrator with the appropriate feedback, click "**Source Selection Feedback**" from the Source Selection Board Member Menu. A list of contract numbers, CAGE Codes, rating periods and available rating selections will appear. Locate the contract number to be evaluated and select the appropriate rating for each question. Click the down arrow and a list of ratings will appear in the drop-down box. Highlight a rating for each question. Click "**Submit**" after both ratings have been selected. Click "**Return to the Main Menu**" to return to the Source Selection Board Member Menu.

Command Point of Contact

This level of access allows the Command Point of Contact to view pertinent status reports in CPARS and to assign userids and passwords to authorized Acquisition Program Manager (APMs) within the Command Point of Contact's area of control.



The image shows a web interface titled "CPARS" in a large, bold, serif font. Below the title is a horizontal bar with a dotted pattern. Underneath this bar is a list of four menu items, each preceded by a small square icon:

- ☐ Change User Profile/Login Password
- ☐ Senior Command Official Access Authorization
- ☐ CPAR Status Report
- ☐ Logoff

Change User Profile/Login Password option allows the user to change a password or to enter user profile information. See Updating User Profile/Password Section.

Senior Command Official Access Authorization option. Assigning Userids/Passwords for accessing the APM level of CPARS requires the Command POC to complete an Access Authorization Form. This Access Authorization Form is required for all personnel involved with contracts that are assigned to the Command POC's area of control. The Command POC is able to assign up to 6 individuals at one time. Additional individuals may be added as required.



The image shows a web interface titled "Senior Command Official Access Authorization" in a large, bold, serif font. Below the title is a horizontal bar with a dotted pattern. Underneath this bar is a list of four menu items, each preceded by a small square icon:

- ☐ Create New User Access
- ☐ Modify Existing User Access
- ☐ View Existing User Access
- ☐ Return to the Main Menu

To assign authorization to a Senior Command Official, click "**Senior Command Official Access Authorization**" from the Command POC Menu. Click "**Create New User Access**" and a CPAR APM Access Authorization Input Matrix appears. Enter the appropriate APM user name and select the APM office from the drop down box. If more authorization access is required than spaces allocated on the form, the Command POC submits another matrix.

Enter APM User(s):

Examples: Robert Smith, Jane Doe. APM users will be able to view Status Reports for CPARs within their APM. Each user is limited to one APM.

Name:	APM:
1. <input type="text"/>	<input type="text" value="(select from list)"/>
2. <input type="text"/>	<input type="text" value="(select from list)"/>
3. <input type="text"/>	<input type="text" value="(select from list)"/>
4. <input type="text"/>	<input type="text" value="(select from list)"/>
5. <input type="text"/>	<input type="text" value="(select from list)"/>
6. <input type="text"/>	<input type="text" value="(select from list)"/>

☐ Create APM User Matrix

☐ Clear all Data

☐ Return to the Main Menu

After completing the required information, the Command POC must click "**Create APM User Matrix**" to store the information on the CPAR AIS. "**Clear all Data**" will clear the entered information.

An initial CPAR APM Access Authorization Matrix is displayed allowing the Command POC to review the information for accuracy before the system is updated. If the information entered is correct, the Command POC clicks "**Authorize Access to these APM Users**" and a final CPAR APM Access Authorization Matrix is displayed and stored in CPARS. "**Return to the Main Menu**" returns to the Command POC Menu.

As individuals are reassigned and/or are no longer involved with the CPAR process, the Command POC will modify user access. Click "**Senior Command Official Access Authorization**". Click "**Modify Existing User Access**" and a listing of all Senior Command Official users assigned to the Command POC will display. The Command POC clicks on the box preceding the APM user name to be modified.


Please review the following APM authorization matrix.	
APM Users	
BETA TESTER	SEA 02
KELLY SMITH	PEO(EXW)
MARY WARNER	SEA 04
MR SEA 91	SEA 91
PEGGY DONOVAN	SEA 53
CATILIN JONES	PEO(AC)

☐ Authorize Access to these APM Users

☐ Modify APM Users to Correct Mistakes

☐ Return to the Main Menu

The APM user name displays with the current APM Office. Click the down arrow in the drop down box to select the new office. (For individuals no longer requiring access to CPARS, select "Delete User".) Select the appropriate new APM. Click **"Save the APM Change"**. Click **"OK"**. **"Return to the Main Menu"** returns to the Command POC Menu.

Change the APM for user **MARY WARNER**
 from **SEA 53** to 

To view a list of APM authorized users, click **"Senior Command Official Access Authorization"** from the Command POC Menu. Click **"View Existing User Access"** and the user authorization matrix displays. This matrix contains user name, user id, initial password, last logon date and APM. Passwords modified by the user will be displayed in the matrix as asterisks (***). **"Return to the Main Menu"** returns to the Command POC Menu.

Senior Command Officials Authorized by you:

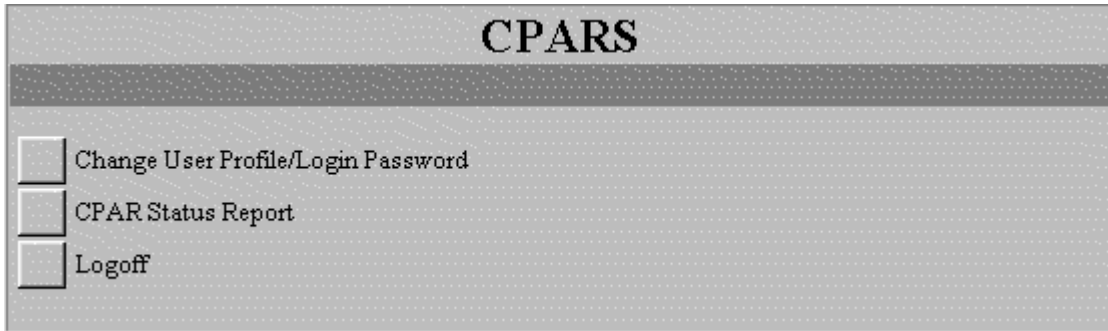
USER NAME	USER ID	INITIAL PASSWORD	LAST LOGON DATE	APM
BETA TESTER	BTEST	X9ZBS6Z3	NEVER	SEA 02
CAITLIN JONES	CAJONE	EDWTM28R	NEVER	PEO(AC)
BETA TESTER B	CPARB	***	12/08/00	SEA 02
KELLY SMITH	KELLSM	H1N21Q2Z	NEVER	PEO(EXW)
KELLY JONES	KJONE	S5TJX5	NEVER	PEO(EXW)
MARY DONOVAN	MDONOVAN	MNVAID5N	NEVER	SEA 04
MARY KAY	MKAY	YQVRQLR9	NEVER	ONR
MR SEA 91	MSEA	***	08/25/99	SEA 91
MARY WARNER	MWARNE	XIC485	NEVER	SEA 53
PEGGY DONOVAN	PDONOV	ZMPCULUZ	NEVER	SEA 53
PEGGY SUE	PSUE	WBTGS2G9	NEVER	NAVSUP
STEVEN DONOVAN	SDONO	SGD5W3	NEVER	PEO(AC)

*** These users have already changed their password.

The CPAR Status Report option allows viewing of assigned CPAR(s) by various search options. See Status Report Section.

SENIOR COMMAND OFFICIAL or Designated Representative

A Senior Command Official or Designated Representative is a senior level official who manages acquisitions of major programs, products or services (i.e. Program Executive Officer (PEO), Direct Reporting Program Manager (DRPM), Command Directorate, Major Field Activity C.O.). This access level allows Senior Command Officials to view completed CPARs pertaining to a specific activity.



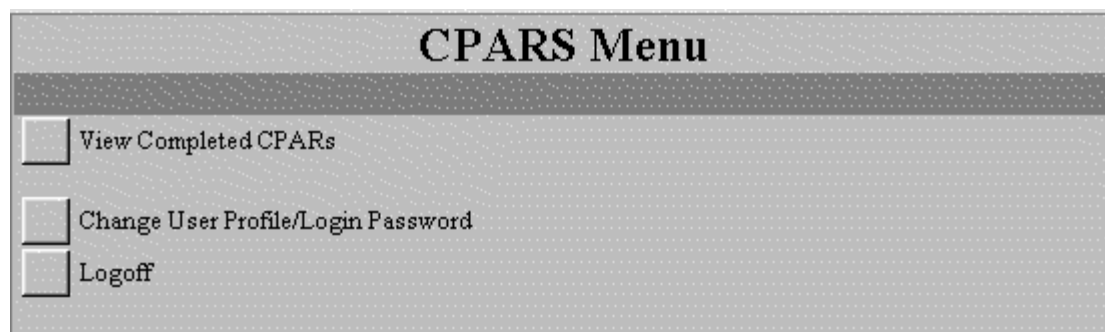
The screenshot displays a web interface for the CPARS system. At the top, the title "CPARS" is centered in a large, bold, black font. Below the title is a horizontal bar with a dark, textured background. Underneath this bar, there is a list of three menu items, each preceded by a small square icon with a horizontal line through it. The menu items are: "Change User Profile/Login Password", "CPAR Status Report", and "Logoff". The entire interface is set against a light gray background with a subtle dot pattern.

Change User Profile/Login Password option allows the user to change a password or to enter user profile information. See Updating User Profile/Password Section.

The CPAR Status Report option allows viewing of assigned CPAR(s) by various search options. See Status Report Section.

DEFENSE CONTRACTOR CORPORATE SENIOR MANAGEMENT REPRESENTATIVE

This level of access allows an authorized corporate official designated as the Defense Contractor Corporate Senior Management Representative to view pertinent completed CPARs for a particular corporation.

A screenshot of a web application menu titled "CPARS Menu". The menu is displayed in a light gray box with a darker gray header. Below the header, there are three options, each preceded by a small square checkbox:

- ☐ View Completed CPARs
- ☐ Change User Profile/Login Password
- ☐ Logoff

The "View Completed CPARs" option allows the defense contractor corporate senior management representative to view pertinent CPARs. To view a completed CPAR, the user must be logged on CPARS as a defense contractor corporate senior management representative and the Defense Contractor Corporate Senior Management Representative Menu must be displayed. Click "**View Completed CPARs**". When this option is selected, a screen will be displayed to allow the entry of the appropriate qualifier(s) for a list of available CPARS. After the desired qualifiers have been entered, click "**List the CPARS that Meet these Qualifiers**". A list of available CPARS will display. Click the box next to the CPAR to be viewed. The completed CPAR will be displayed. This may take a few moments.

Once the CPAR has been displayed, the user is able to scroll through the entire report and/or print the entire report on a local printer. To return to the Defense Contractor Corporate Senior Management Representative Menu, click "**Return to the Main Menu**".

To print a CPAR, click "**View or Print CPAR form in PDF Format**" button. The current CPAR will be displayed in an Adobe Acrobat window. In the menu bar of the Adobe Acrobat window, click **printer button** to display the Print Selection dialog. Click the "**OK**" button to send the CPAR to the printer. To return to the CPAR, close the Adobe Acrobat window. Once the CPAR is again displayed, click the "**Return to the Main Menu**" button to return to the Defense Contractor Corporate Senior Management Representative Menu.

Change User Profile/Login Password option allows the user to change a password or to enter user profile information. See Updating User Profile/Password Section.

The CPAR Status Report option allows viewing of assigned CPAR(s) by various search options. See Status Report Section.

Accessing CPARS

To access the CPAR system, logon to the NSLC CPARS website. The address is <http://cpars.navy.mil>. To enter the Practice CPAR System, click "**CPARS Practice System**". Click "**Click here to begin CPARS Online practicing**". The logon screen displays.

To enter the production CPAR system, click "CPARS Productions System".

Enter the appropriate userid and password. Click "**Login**". A list of all options to be performed at the specified access level will appear on each of the User Menus.

CPARS Practice System

Userid: <input type="text"/>	<input type="button" value="Login"/> <input type="button" value="Reset"/>
Password: <input type="password"/>	

WARNING

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM. THIS COMPUTER, SYSTEM, INCLUDING ALL RELATED EQUIPMENT, NETWORKS AND NETWORK DEVICES (SPECIFICALLY INCLUDING INTERNET ACCESS), ARE PROVIDED ONLY FOR AUTHORIZED U.S. GOVERNMENT USE. DOD COMPUTER SYSTEMS MAY BE MONITORED FOR ALL LAWFUL PURPOSES, INCLUDING TO ENSURE THAT THEIR USE IS AUTHORIZED, FOR MANAGEMENT OF THE SYSTEM, TO FACILITATE PROTECTION AGAINST UNAUTHORIZED ACCESS, AND TO VERIFY SECURITY PROCEDURES, SURVIVABILITY AND OPERATIONAL SECURITY. MONITORING INCLUDES ACTIVE ATTACKS BY AUTHORIZED DOD ENTITIES TO TEST OR VERIFY THE SECURITY OF THIS SYSTEM. DURING MONITORING, INFORMATION MAY BE EXAMINED, RECORDED, COPIED AND USED FOR AUTHORIZED PURPOSES. ALL INFORMATION, INCLUDING PERSONAL INFORMATION, PLACED ON OR SENT OVER THIS SYSTEM MAY BE MONITORED. USE OF THIS DOD COMPUTER SYSTEM, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO MONITORING OF THIS SYSTEM. UNAUTHORIZED USE MAY SUBJECT YOU TO CRIMINAL PROSECUTION. EVIDENCE OF UNAUTHORIZED USE COLLECTED DURING MONITORING MAY BE USED FOR ADMINISTRATIVE, CRIMINAL OR ADVERSE ACTION. USE OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING FOR THESE PURPOSES.

Send questions/comments to:
Customer Support Desk
Phone: (603) 431-9460 ext. 486
[Send e-mail to webpmsmh@navsea.navy.mil](mailto:webpmsmh@navsea.navy.mil)

Last Updated: 6 Sep 2000
<https://cpars.navy.mil/cpars/cpartest.htm>

Updating User Profile/Password Information

The first time a user logs onto the system the pre-assigned password must be changed and a user profile must be completed. The user profile contains the E-mail address, Activity/Company Name, address, and phone and fax number. The E-mail address must be correct for the implementation of the electronic notification system.

To change a password or enter user profile information, click **"Change User Profile/Login Password"**. The User Profile screen will display. After completing the required information on the User Profile screen, click **"Save User Profile"** to update the information in the AIS. **"Clear all Data"** clears all information previously entered on the form.

User Profile	
Change Login Password	
Old Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>
E-Mail Address:	
<input type="text" value="webptsmh-apps@navsea.navy.mil"/>	
Navy Activity/Company Name:	
<input type="text" value="NSLCPTSMH"/>	
Street Address:	
<input type="text" value="80 DANIEL ST"/>	
City, State, Zip Code:	
<input type="text" value="PORTSMOUTH, NH, 03801"/>	
Phone Number:	
<input type="text" value="603-431-9460"/>	
Fax Number:	
<input type="text"/>	
<input type="button" value="Save User Profile"/>	
<input type="button" value="Clear all Data"/>	
<input type="button" value="Return to the Main Menu"/>	

Status Report

The CPAR Status report has been designed to track the progress of a CPAR. It will provide the CPAR statistics report and the CPAR life cycle status report.

To generate a CPAR status report, click **“CPAR Status Report”**. A “CPARs Status Report Parameters” menu will display. The two types of report options available are Statistics and Life Cycle List.

CPARS STATUS REPORT PARAMETERS

Data Options	Report Options
<input checked="" type="radio"/> Include All	<input checked="" type="radio"/> Counts
<input type="radio"/> Limited (include the following):	Group By: <input checked="" type="radio"/> All
Status: <input type="checkbox"/> Registered	<input type="radio"/> Contract Activity
<input type="checkbox"/> Initiated	<input type="radio"/> List of Contracts
<input type="checkbox"/> Rated	Sort by: (1) Contract Number
<input type="checkbox"/> Reviewed	(2) (none)
<input type="checkbox"/> Finalized	(3) (none)
<input type="checkbox"/> Completed	
CPAR Type: <input type="checkbox"/> Services/IT/Operations	
<input type="checkbox"/> Ship Repair/Overhaul	
<input type="checkbox"/> Systems	
Contract Activity DODAAC/UIC: <input type="text"/>	<input type="button" value="Run Report"/>
	<input type="button" value="Return to the Main Menu"/>

To generate a CPAR Statistical report, click **“CPAR Status Report”**. A “CPARs Status Report Parameters” menu will display. A statistical report is generated by selecting “Counts” located under “Report Options”. Counts may be grouped by **“APM”** or **“Contract Activity”**. **NOTE: The APM option is only available to Focal Point and Command POC access levels.** “All” is the default. This report may be further qualified by selecting the limited qualifiers provided under **“Data Options”**.

“Limited” options are preselected. **Deselect** all **undesired** qualifiers by clicking the box containing the check. If a specified APM is desired, click the arrow and select the appropriate APM. If the contract activity DODAAC/UIC is desired, enter the activity code in the box. Click **“Run Report”** to generate the report.

A statistical CPAR report displays providing counts and percentages based on the data options selected.

CPAR STATUS REPORT - 08/29/00

DATA: All;

GROUP BY: All;

	Registered	Initiated	Rated	Reviewed	Finalized	Completed	Total
Counts:	113	66	19	20	42	170	430
	26%	15%	4%	5%	10%	40%	

*** STATUS**

Registered: The Contract is registered, No CPARs have been initiated.

Initiated: CPAR initiated; waiting for program manager signature.

Rated: Signed by program manager/assessing official; waiting for contractor comments.

Reviewed: Signed by contractor; waiting for program manager/assessing official to finalize.

Finalized: Ratings finalized; waiting for reviewing official comments.

Completed: The CPAR has been completed.

To generate a new report, click “**Back**” located in the top left corner and select new parameters. “**Return to the Main Menu**” returns to the appropriate access level menu.

To generate a CPAR Life Cycle Status report, click “**CPAR Status Report**” . A “CPARs Status Report Parameters” menu will display.

CPARS STATUS REPORT PARAMETERS

Data Options

☒ **Include All**

☐ **Limited (include the following):**

Status:

☐ Registered

☐ Initiated

☐ Rated

☐ Reviewed

☐ Finalized

☐ Completed

CPAR Type:

☐ Services/IT/Operations

☐ Ship Repair/Overhaul

☐ Systems

Contract Activity DODAAC/UIC:

Report Options

☒ **Counts**

Group By:

☒ All

☐ Contract Activity

☐ **List of Contracts**

Sort by:

(1)

(2)

(3)

37

A Life Cycle Status report is generated by selecting "List of Contracts" under "Report Options". List of Contracts may be sorted by "Contract Number", "Status", "Type" and "APM". **NOTE: The APM option is only available to Focal Point and Command POC access levels.**

This report may be further qualified by selecting the limited qualifiers provided under "Data Options". "Limited" options are preselected. **Deselect** all **undesired** qualifiers by clicking the box containing the check. If a specified APM is desired, click the arrow and select the appropriate APM. If the contract activity DODAAC/UIC is desired, enter the activity code in the box. Click "**Run Report**" to generate the report.

A CPAR Life Cycle Status report displays Contract Number, Period of Performance Being Assessed, Current Status (life cycle status), Type, APM, Focal Point, Modified and Due Date. A view box is displayed by each contract number with a current status of **Initiated and above**. To view a specific CPAR, click the box next to the desired contract number. A check will appear in the box. The desired CPAR will display for viewing.

CPAR STATUS REPORT - 08/29/00

DATA: Status: Rated; Reviewed; **Type:** Services/IT/Operations; **APM:** All; **Activity:** All
SORT BY: Status; Contract Number;

View	Contract Number	Period of Performance Being Assessed	Current Status *	Type	APM	Focal Point	Modified	Due Date
<input type="checkbox"/>	N45112-99-M-0	01/04/99 - 04/07/99	Rated(OD)	SIO	NAVSUP	BETA TESTER 7	04/15/99	05/02/00
<input type="checkbox"/>	N4511299D9991	01/01/97 - 12/31/99	Rated(OD)	SIO	SEA 02	BETA TESTER 7	08/11/00	12/31/98
<input type="checkbox"/>	N4511299D0046	09/01/98 - 09/01/99	Rated(OD)	SIO	NAWCTSD	BETA TESTER 7	09/01/99	08/30/00
<input type="checkbox"/>	N4511298D2000 N45112	05/11/99 - 05/11/99	Rated(OD)	SIO	NAVFAC	BETA TESTER 7	05/11/99	12/31/98
<input type="checkbox"/>	N4511298D1250	04/03/00 - 04/04/00	Rated(OD)	SIO	SPAWAR	BETA TESTER 7	04/07/00	07/30/01
<input type="checkbox"/>	N4511295D1234 0001	12/30/99 - 04/30/00	Rated(OD)	SIO	NAVFAC	BETA TESTER 7	05/23/00	08/28/00
<input type="checkbox"/>	N4511295D1001	10/01/96 - 09/30/97	Rated(OD)	SIO	SPAWAR	BETA TESTER 7	05/19/00	12/31/98
<input type="checkbox"/>	N4511200P2251	05/01/99 - 05/01/00	Rated(OD)	SIO	AIR-1.0	BETA TESTER 7	06/28/00	
<input type="checkbox"/>	N4511299D1515	03/01/98 - 03/01/99	Reviewed	SIO	SEA 02	BETA TESTER 7	06/20/00	08/30/00
<input type="checkbox"/>	N4511299D0001	01/01/99 - 06/01/99	Reviewed	SIO	SPAWAR	BETA TESTER 7	12/31/01	05/14/00
<input type="checkbox"/>	N4511298D1250	04/02/00 - 04/03/00	Reviewed	SIO	SPAWAR	BETA TESTER 7	04/07/00	07/30/01

* STATUS

Registered: The Contract is registered, No CPARs have been initiated.

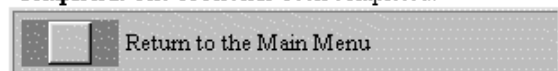
Initiated: CPAR initiated; waiting for program manager signature.

Rated: Signed by program manager/assessing official; waiting for contractor comments.

Reviewed: Signed by contractor; waiting for program manager/assessing official to finalize.

Finalized: Ratings finalized; waiting for reviewing official comments.

Completed: The CPAR has been completed.



To view another CPAR, click "**Back**" located in the top left-hand corner. The previous list of contracts will display. Select a new CPAR for viewing. "**Return to the Main Menu**" returns to the appropriate access level menu.

To generate a new CPAR Life Cycle Status report, click "**Back**" located in the top left corner and select new parameters. "**Return to the Main Menu**" returns to appropriate access level menu.